

CYPRESS-FAIRBANKS I.S.D.

STUDENT HANDBOOK

2014-2015

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FOREWORD

The Cypress-Fairbanks I.S.D Student Handbook and Code of Conduct for 2014-2015 provides information regarding the operation of our schools. This publication includes a school calendar, a campus directory, along with policies, practices and procedures of general interest to students and parents. The district's Student Discipline Management Plan and Code of Conduct are also included in this publication. This booklet is intended to serve as a helpful resource to students, parents, school staff, and the Board of Trustees. ***Information in the 2014-2015 Student Handbook is subject to change without notice. Please contact a school administrator, counselor, or visit the CFISD website (www.cfisd.net) for updated information or links to school district policies and procedures.***

Suggestions for improvement to the publication are welcomed. Please send them to:

Cypress-Fairbanks I.S.D.
Assistant Superintendent for Student Services
10494 Jones Road
Houston, Texas 77065

Acknowledgement of Committee

Special thanks and acknowledgement is given to the committee of students, parents, and staff who reviewed and revised the Student Handbook and Student Code of Conduct.

THE STATE OF TEXAS

The Mission of Public Education

"The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now, and in the future, in the social, economic, and educational opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child."

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

Vision Statement

Learn. Empower. Achieve. Dream. LEAD

Mission Statement

The District shall maximize every student's potential through rigorous and relevant learning experiences preparing students to be 21st Century global leaders.

Board of Trustees

President: Don Ryan
Vice-President: Tom Jackson
Secretary: Christine Hartley
Trustee: Bob Covey
Trustee: Kevin Hoffman
Trustee: Darcy Mingoia
Trustee: Dr. John D. Ogletree, Jr.

School board meetings are scheduled at 6:00 p.m. and are usually on the second Monday of each month in the Board Room at the Instructional Support Center, 10300 Jones Road, Houston, Texas. Specific agenda information is available each month on the district's website, www.cfishd.net. The public is invited to attend. Meetings may be viewed live on CFTV Channel 16 or as a video on demand on CFTV Online on the district website.

District Administrative Personnel

281-897-4000

Superintendent, Mark Henry, Ed.D.
Associate Superintendent/Business and Financial Services, Stuart Snow
Associate Superintendent/Curriculum and Instruction and Accountability, Linda Macias, Ed.D.
Associate Superintendent/School Administration and Leadership Development, Roy Garcia
Associate Superintendent/Governmental Relations, Communications and Chief of Staff, Teresa Hull
Associate Superintendent/Human Resources and Student Services, Deborah Stewart, Ed.D.
Associate Superintendent/Facilities, Construction and Support Services, Roy Sprague
Assistant Superintendent/Business and Financial Services, Karen Smith
Assistant Superintendent/Communication and Community Relations, Nicole Ray
Assistant Superintendent/Curriculum and Instruction, Mary Jadloski
Assistant Superintendent/Educational Support Services, Dan McIllduff
Assistant Superintendent/Elementary School Administration, Donna Guthrie
Assistant Superintendent/Facilities and Construction
Assistant Superintendent/Human Resources, Chairita Franklin
Assistant Superintendent/School Improvement and Accountability, Ashley Clayburn, Ed.D.
Assistant Superintendent/Secondary School Administration, Scott Sheppard, Ed.D.
Assistant Superintendent/Student Services, Ify Ogwumike
Assistant Superintendent/Support Services, Matt Morgan
Chief of Police, Alan Bragg
Chief Technology Officer, Frankie Jackson
General Counsel, Marney Collins Sims

I. ADMISSION /ATTENDANCE/ GRADUATION / EXTRACURRICULAR

ADMISSION ELIGIBILITY

General Eligibility for Admittance

The Board shall admit into the public free schools of the District, free of tuition, all persons who are over five and not over twenty-one years of age on September 1 of the scholastic year, if such person or his parent, guardian, or person having lawful control resides within the district.

The District requires that the person eligible to enroll the student provide proof of residency in the district, which may include items such as a current lease agreement, closing contract on a home, a letter from their builder or realtor with an estimated closing date, or a current utility bill (gas, light, or water) in the parent or guardian's name. For further details regarding proof of residency, please contact the Director of Student Services/Admissions, (281-517-6342).

The District may withdraw any student who ceases to be a resident. A student who fails to attend school without parent contact or other notification to the District regarding the student's absences for ten (10) consecutive days may be withdrawn.

Residency Requirement

In order for a person under eighteen years of age to establish, for the purpose of attending the public free schools, a residence separate from his/her parent, guardian, or other person having lawful control of him/her, he/she must demonstrate that his/her presence in the district is for the primary purpose of attending the public free schools and not for the primary purpose of participation in extracurricular activities.

The Board shall determine whether an applicant for admission qualifies as a resident of the district and may adopt reasonable guidelines for making that determination as necessary to protect the best interest of students. For further details regarding proof of residency, please contact the Director of Student Services/Admissions. The school district is not required to admit a person attempting to establish residency under this section if he or she has:

1. engaged in conduct or misbehavior within the preceding year that resulted in removal to a Disciplinary Alternative Education Program or expulsion,
2. engaged in delinquent conduct and is on probation or other conditional release, or
3. been convicted of a criminal offense and is on probation.

Falsifying Enrollment Information

There are civil and criminal penalties for knowingly providing false information on a student enrollment form, including reimbursement and criminal sanctions. See Texas Penal Code Section 37.10 and Texas Education Code Section 25.001 (h). A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be monetarily liable to the District if the student is not otherwise eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge (see Board Policy FDB [Legal]) or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater.

ADMISSION REQUIREMENTS FOR ENROLLMENT

Social Security Number

The school district requests a social security number on each of its students. Should the parents or guardians not make this number available, a state student identification number is assigned to the student for record identification.

Child's Identity

State law (Texas Education Code Section 25.002) requires a parent or custodian to present within 30 days of a child's enrollment, proof of the child's identity (birth certificate or any other acceptable documentation) and a copy of the child's records from the most recently attended school. It also requires school districts to notify the police if this information is not provided and request whether the child has been reported as missing. Also, the school district enrolling the child is required to notify the Missing Persons Clearing House (1-800-346-3243) if the name on the identifying document or school records differs from the name under which the child is enrolled.

Custody Documents

It is the parent's responsibility to provide the campus registrar with current legal documents when custody rights have been determined by a court of law. Possession periods will be followed in legal documents to the extent practicable. Legal documents are those that have been signed by a judge and contain the court's stamp certifying authenticity.

Address Confidentiality Program (ACP)

ACP is available to persons who are victims of domestic violence, sexual assault, or stalking. The goal of the program is to keep the victim's location confidential through the use of a substitute address and mail forwarding service. A substitute legal address (P.O. Box) is established for the victim and is displayed on a participation card issued by the Attorney General's Office. When presented with the participation card, our schools will accept the card in lieu of the person's actual address. The substitute address has no relation to the victim's actual location within the state.

Homeless Students

The enrollment process for homeless students includes completing a Student Residency Questionnaire (SRQ) as one part of the comprehensive effort to identify students and their families. If a student is identified as homeless, he/she is entitled:

- a. to enroll in school without providing proof of residency;
- b. to continue attending the school in which he/she was last enrolled, even if the student no longer resides in the attendance zone;
- c. to receive transportation from his/her current residence to the school of origin;
- d. to automatically qualify for free/reduced-price lunch and other district food programs (Child Nutrition Programs);
- e. to participate fully in all school activities and programs that he/she is eligible; and
- f. to contact the Homeless Liaison to resolve disputes that arise during enrollment process.

CFISD may also offer additional assistance to students and their families experiencing homelessness through the Enrollment, Attendance, Academic Success, Education Services program (EASE). For additional information, contact the Homeless Liaison at 281-955-4995.

Foreign Exchange Students

A foreign exchange student who has graduated from any high school is not eligible for admission to the district. Foreign exchange students must meet the same course and testing requirements, and will have the same guidelines for class placement and level changes as all other student in the district. An application and school acceptance form must be submitted to the Director for Student Services/Admissions from a nationally recognized foreign exchange program. Texas law does not allow the district to complete I-20 forms for international students.

Foster Care Students

The role of the foster care liaison is to facilitate enrollment in and transfers for youth in foster care. Questions regarding foster care students can be directed to the foster care liaison at 281-517-6342.

IMMUNIZATION REQUIREMENTS 2014-2015

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, 99.61-97.72 of the Texas Administrative Code. Students will not be allowed to enroll if his/her immunization records are not presented to the school upon enrollment and if the student’s immunization records are not current. Cypress-Fairbanks I.S.D. requests that the immunizations be presented at the **beginning** of the semester in which they are required.

The following immunizations are required for all Texas students:

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level					NOTES
	K – 4 th	5 th - 6 th	7 th	8 th - 11 th	12 th	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) ¹	5 doses or 4 doses	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>		Five (5) doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4 th birthday. However, four doses meet the requirement if the 4 th dose was received on or after the 4 th birthday. For students aged 7 years and older, three doses meet the requirement if one dose was received on or after the 4 th birthday. For 7th grade: one dose of Tdap is required if at least 5 years have passed since the last dose of tetanus- containing vaccine. For 8th - 12th grade: one dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio ¹	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	Four (4) doses of polio; one dose must be received on or after the 4 th birthday. However, three doses meet the requirement if the 3 rd dose was received on or after the 4 th birthday.
Measles, Mumps, and Rubella ^{1,2} (MMR)	2 doses	2 doses	2 doses		2 doses	The 1 st dose of MMR must be received on or after the 1 st birthday. For K – 4th grade, two doses of MMR are required. For 5th - 12th grade, two doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine is required.
Hepatitis B ²	3 doses	3 doses	3 doses	3 doses	3 doses	For students aged 11 - 15 years, two doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. Two (2) 10 mcg/1.0 ml of Recombivax).
Varicella ^{1,2,3}	2 doses	1 dose	2 doses		1 dose	The 1 st dose of varicella must be received on or after the 1 st birthday. For grades K – 4th and 7th - 11th, two doses are required. One (1) dose is required for all other grade levels. For any student who receives the 1 st dose on or after 13 years of age, two doses are required.
Meningococcal			1 dose			
Hepatitis A ^{1,2}	2 doses					The 1 st dose of hepatitis A must be received on or after the 1 st birthday.

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

² Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

³ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

EXEMPTIONS

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, §161.004(d), Health and Safety Code, §161.0041, Education Code, Chapter 38, Education Code, Chapter 51, and the Human Resources Code, Chapter 42. www.immunizetexas.com

- (1) To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- (2) To claim an exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or legal guardian, stating that the child's parent or legal guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

ATTENDANCE INFORMATION

Compulsory Attendance Law

A student between the ages of 6 and 18 **must** attend school and district-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-kindergarten or kindergarten program must attend school. The District employs attendance officers to support students in maintaining good attendance. Parents are strongly encouraged to register for the Home Access Center. The Home Access Center allows parents to monitor their child's attendance, grades, and schedule to ensure accuracy and take appropriate action when necessary. For information regarding the Home Access Center, please contact your student's home campus. Parents or students who have concerns about attendance should contact the school attendance office for information and/or referral to an attendance officer. Truancy prevention measures are implemented at all secondary schools.

Failure to Comply with Compulsory Attendance

Attendance officers must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

Failure to Comply with Compulsory Attendance (continued)

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through 17 violates the compulsory attendance law, both the parent and the student could be charged with a criminal offense.

Withdrawal of Students From School

A student who officially ceases to be enrolled in school before the end of the school year is said to be "withdrawn from school." A student may be withdrawn only by a parent or legal guardian. In the event there are legal documents affecting custody of the student, a copy must be provided to the campus prior to withdrawal and may affect a parent's or legal guardian's ability to withdraw a student. The parent or legal guardian withdrawing the student should notify the school in writing or by phone at least 24 hours in advance in order to provide time for the school to complete the withdrawal procedures. The parent or guardian should be prepared to present a picture ID to school officials when withdrawing the student.

Notwithstanding the above, a student who fails to attend school without parent contact or other notification to the District regarding the student's absence for ten (10) consecutive days may be administratively withdrawn by the school district.

Driver's License/Attendance Requirement

The Texas Transportation Code (TRC) requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, home or private school, or GED program and meet specific enrollment conditions to obtain or renew a license. This requirement applies to persons under 18 years of age. Texas Education Code Section 25.092, Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90 percent attendance rule applies when determining Verification of Enrollment (VOE) eligibility. Thus, if 1) the school awarded a student credit for each class the semester prior to application for the VOE form and 2) the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90 percent rule. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. The VOE form does not have to be signed by the student in the presence of the person certifying attendance.

Warning Notices/Parent Notification Regarding Unexcused Absences

Texas Education Code Section 25.095 requires school districts to notify a student's parent or legal guardian in writing at the beginning of the school year regarding unexcused absences. In accordance with this requirement this officially notifies the parent and or legal guardian that the:

1. student's parent is subject to prosecution under Texas Education Code Section 25.093; and
2. student is subject to prosecution under Texas Education Code Section 25.094 or referral to Juvenile Court.

Warning Notices/Parent Notification Regarding Unexcused Absences (continued)

If a student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for 10 or more days or parts of days in a six-month period, the district will send a notice home to inform the parent that:

1. it is the parent's duty to monitor the student's school attendance and require the student to attend school; and
2. the parent is subject to prosecution under Texas Education Code Section 25.093 for failure to require the child to attend school as required by law; or
3. the parent should request a conference with the school officials to discuss the absences.

A student absent from school without permission from any class, from required special programs such as accelerated (additional special) instruction assigned by the Grade Placement Committee and basic skills for ninth graders, or from required tutorials, will be considered in violation of the compulsory attendance law and subject to disciplinary action.

The fact that a parent did not receive this notice does not create a defense to prosecution under Texas Education Code Sections 25.093 or 25.094. "Parent" includes a person standing in the parental relation to a student in the absence of a parent or legal guardian.

Excused Absences

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the principal. Students are required to provide a note from a parent or guardian for each absence within three days from the date of the absence or consecutive absences. This note may be mailed, faxed, or delivered in person by the parent or guardian. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not provide a note for being absent, the absence will be counted as unexcused. See HB-21 for procedures related to students who leave school during the school day.

For the following reasons, an absence will be counted as a day of compulsory attendance with no penalty, if the student satisfactorily completes school work within a reasonable time:

- a. observing religious holy days (includes travel time)
- b. attending a required court appearance (includes travel time)
- c. appearing at a government office to complete paperwork required in connection with the student's application for United States citizenship (includes travel time)
- d. taking part in a United States naturalization oath ceremony (includes travel time)
- e. serving as an election clerk or early voting clerk for up to two days per school year (includes travel time)
- f. student in the conservatorship of DFPS attending a mental health or therapy appointment or family visitation as ordered by a court (includes travel time)
- g. student in the conservatorship of DFPS participating in an activity ordered by a court provided that it is not practicable to schedule the participation outside of school hours (includes travel time)
- h. temporary absence resulting from an appointment with health care professionals for the student, or the student's child, if the student commences classes or returns to school on the same day of the appointment. The student must provide a note from the health care professional upon return to school.
 - (1) a temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a health care practitioner, including

Excused Absences (continued)

- applied behavioral analysis, speech therapy, and occupational therapy.
- i. visiting an institution of higher education accredited by a generally recognized accrediting organization during the student's junior and/or senior years of high school for the purpose of determining the student's interest in attending the institution. Students may take up to 2 college days in their junior year and 2 college days in their senior year
 - j. sounding "Taps" at a military honors funeral held in Texas for a deceased veteran (6th through 12th grade students)
 - k. visiting the student's parent, stepparent, or guardian who is an active member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least 4 months outside the locality where the parent, stepparent, or guardian regularly resides. The absences may be no more than 5 days in a school year and must be taken not earlier than the 60th day before the date of deployment or not later than the 30th day after the date of return from deployment.

Absences For School-Related Activities

Board Policy FM states that the district shall not schedule, nor permit students to participate in any school-related extracurricular or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the school year (full year course). All University Interscholastic League (U.I.L.) sponsored activities are sanctioned as school-related activities and, therefore, come under the provisions of Board Policy FM. Other organizations may be recognized as sanctioned activities if they have been approved by the Board of Trustees. If the activity is not approved by the Board of Trustees, any absence incurred by a student in order to participate in that organization's activities will be counted as an absence and not one of the ten (10) allowable days

Make-up Work Procedures

Completing class work and homework is crucial for academic progress, so students have the opportunity to complete make-up work for all absences. Students will be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstance, teachers will grant students additional time to do their make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period of time (i.e., 4 days or more) parents may make arrangements to obtain the missed work. Parents should give the campus at least a 24-hour notice to gather the missed assignments.

Loss of Credit Due To Excessive Absences Excused or Unexcused: Secondary Students

Loss of credit is tabulated on an individual course basis. A student may not receive credit for a class or may be retained (up to 8th grade) unless he/she has been in attendance for at least 90% of the days the class is offered during the semester or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. If the student is under the jurisdiction of a court in a criminal or juvenile justice proceeding, the student may not receive credit by completing such a plan without the consent of the presiding judge. Parents of secondary students shall be notified after the fifth (5th) absence.

Loss of Credit Due to Excessive Absences Excused or Unexcused: Elementary Students

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless he/she has been in attendance for at least 90% of the days during the school term or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. Parents of elementary students will receive written notice following the tenth (10th) absence.

Methods for Regaining Credit Due to Excessive Absences

If a student loses credit due to excessive absences, the student may restore the credit by completing a restoration plan approved by the principal or submitting a written petition to the Campus Attendance Committee.

1. Principal Approved Credit Restoration Plan

A student who is in attendance for at least 75 percent, but less than 90 percent of the days a class is offered may complete a principal approved credit restoration plan. This plan must meet the instructional requirements of the class.

2. Written Petition

A student who fails to successfully complete the approved credit restoration plan or attendance drops below 75 percent of the days the class is offered may petition to the Campus Attendance Committee no later than 30 days after the last day of classes to request credit restoration. Classroom teachers shall comprise a majority of the Campus Attendance Committee.

Attendance Committee Considerations

The following extenuating circumstances may be considered in reviewing student absences:

1. medical or dental appointment (absent for entire day);
2. family emergencies or unforeseen or unavoidable instances requiring immediate attention;
3. approved college visitations;
4. personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous;
5. days of suspension for which the student has satisfactorily completed assignments for the suspension period;
6. participation in a court proceeding or a child abuse/neglect investigation in accordance with Texas Education Code Section 37.055;
7. the late enrollment and/or early withdrawal of a migratory student as defined by Code of Federal Regulations 201.3;
8. days missed by a runaway as defined by Texas Family Code 51.03 (relating to delinquent conduct, conduct indicating a need for supervision);
9. completion of a competency-based education program for students identified as at-risk in Section 75.195 of this title (related to alternatives to social promotion) and dropouts;
10. the late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission (TYC);
11. the absences of a teen parent due to caring for his/her child;
12. participation in a substance abuse rehabilitation program;
13. other circumstances deemed appropriate by the Attendance Review Committee.

Restoring Lost Credit

Students restore credit through one or more of the following options provided and assigned by the campus administrator or Campus Attendance Committee:

1. Completing additional assignments, as specified by the committee or teacher;
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs;
3. Maintaining the attendance standards for the rest of the semester;
4. Taking an examination to earn credit (See EHDC [Local] (Legal));
5. Attending a flexible school day program;
6. Attending summer school;
7. Attending after-school study labs (weekdays or Saturdays);
8. Completing contracts for independent study.

In all cases, the student must also earn a passing grade in order to receive credit.

Attendance Requirements for Persons 18 Years or Older

A person who enrolls or attends school after the person's 18th birthday shall be in attendance each school day. If this person has more than five (5) unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

SEMESTER EXAMINATIONS

The semester examination shall be defined as the teacher/team-designed comprehensive examination administered during semester exam week.

FALL AND SPRING SEMESTER EXAM EXEMPTIONS

All students in grades 9-12 shall have the opportunity to earn exemptions from fall and spring semester exams. Freshmen shall be allowed one exemption per semester; sophomores, two exemptions per semester; juniors, three exemptions per semester; and seniors, four exemptions during the fall semester and seven exemptions during the spring semester.

A Windfern High School senior may exempt all exams during the student's final semester in high school regardless of the semester (fall, spring, mid-fall, or mid-spring).

These exemptions shall be based on attendance, conduct and grades for each semester. A student shall be exempt from an examination when he or she has a grade of A (90-100) or B (80-89) and has no more than three absences from that course in the semester.

Even when a student has earned an exemption, he or she may elect to take the exam. If a student chooses to exempt an exam, he/she may still attend school. If the student chooses not to attend school, he/she will be counted as absent. This absence will be reflected on the student's report card.

No student shall be exempt from exams while owing fees or costs of textbooks

ABSENCES

The following guidelines shall determine how various types of absences shall count for purposes of these exemption criteria:

1. Classes missed because of school-sponsored field trips and college days shall not count against a student. College days are limited to no more than two days per junior year and two days per senior year.
2. Class absences resulting from a meeting initiated by an administrator or counselor shall not count against the student.
3. Classes missed because a student chooses to visit a clinic or a counselor, without being required to do so, shall count as an absence.

CONDUCT

If a student is suspended (out of school) or assigned to the ALC for any number of days, he or she shall lose eligibility for exemptions during that semester.

A student receiving a grade of "U" (Unsatisfactory) for conduct shall lose eligibility for exemptions; however, a student shall not receive a "U" unless the teacher has referred that student to the assistant principal's office for misconduct.

REVOKING EXEMPTIONS

Exemptions shall be determined prior to the calculation of final grades and absences. When a student's grade or number of absences exceeds the qualifying threshold, the teacher shall notify the counselor and the student that his or her exemption has been revoked. When an exemption has been revoked, the student shall not be allowed to acquire a different exemption after the deadline.

CALCULATING SEMESTER GRADES

When a student is exempt from a semester exam, the semester average shall be calculated by averaging the three six weeks' grade averages.

PROMOTION STANDARDS

Students who meet the academic standards for promotion may not be retained by the school or the parent.

Elementary School Promotion Standards

To be promoted at the end of kindergarten and first grade, a student must be working on-level and earn an end-of-year grade of at least "satisfactory" in reading/language arts and mathematics.

To be promoted at the end of grades 2-5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies. Students in grade 5 must pass the STAAR Reading Test and the STAAR Math Test as prerequisites for promotion to 6th grade. (Additional information about these testing requirements is posted on the district and campus

websites.)

Middle School Promotion Standards

To be promoted from one grade level to the next, students in grades 6, 7 and 8 must meet the following academic requirements:

1. Students must attain an overall average of 70 or above for the year in all courses taken (including electives) and
2. Students must attain a yearly average of 70 or above in three of the following subjects: language arts/reading, mathematics, social studies, and science.
Note: Language arts/reading will be averaged together for a single grade
3. Beginning with the 2007-2008 school year, eighth graders must meet an additional requirement according to the Texas Education Code (See EIE [Legal]). These students must pass the 8th grade Mathematics and Reading STAAR tests as a prerequisite for promotion to 9th grade.

A student who fails the same core subject in consecutive years may not be promoted or placed unless the student takes and passes the core subject in summer school or the student demonstrates mastery of the course objectives through option(s) determined by the school committee.

Senior High School Promotion Standards

Senior High General Guidelines

Students shall be promoted from one grade level to the next solely on the basis of academic achievement.

Students must learn the Texas Essential Knowledge and Skills (TEKS) for each course of study well enough to earn an average of at least 70.

Students unable to earn a passing average in a course of study during the regular school year may repeat the course in summer school or during the following school year.

All students entering grade 9 in the 2011-12 school year and thereafter, shall be promoted from one grade level to the next based upon the following criteria:

1. 9th grade – promotion from middle school.
2. 10th grade – one year of attendance and five credits earned, including English I and Algebra I.

Senior High General Guidelines (continued)

3. 11th grade – two years of attendance and eleven credits earned.
4. 12th grade – three years of attendance and seventeen credits earned; or the student has a plan in place for early graduation.

Reclassification – Students who are retained in grades 9, 10, or 11 may be reclassified at the end of the first semester if they meet the standards for promotion to the next grade level.

Note: To be classified as a senior, students who move to the District after completing their 11th grade year must be able to develop a schedule that allows them to complete all requirements for graduation by the end of the spring term or summer school.

HIGH SCHOOL GRADUATION

See the High School Course Offerings and Descriptions Booklet for specific and detailed information on graduation requirements and on other learning opportunities available for students. This booklet can be found online at <http://www.cfid.net/dept2/counseling/contents.htm>. For questions and additional information, see the campus counselor.

Counseling Services

Counseling and counseling-related services are available to all students and are considered a regular educational service. These services may include:

- College and career planning
- Post-secondary options
- Financial aid
- Scholarships
- Tutorials
- Course scheduling
- Concerns of a personal nature

In the event of a personal crisis, a counselor may request the assistance of a district psychologist or youth service specialist (social worker).

EXTRACURRICULAR ACTIVITIES

General Eligibility at Beginning of Year

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses indicated in this subsection:

1. Beginning at the 7th grade year – has been promoted from the 6th grade to the 7th and has not reached his or her 14th birthday on or before September 1st of the 7th grade year.
2. Beginning at the 8th grade year - has been promoted from the 7th grade to the 8th and has not reached his or her 15th birthday on or before September 1st of the 8th grade year.
3. Beginning at the 9th grade year - has been promoted from the 8th grade to the 9th.
4. Beginning of the second year in high school - has at least 5 credits toward graduation.
5. Beginning of the third year in high school - has at least 10 credits toward graduation, or during the preceding twelve months has earned 5 credits.
6. Beginning of the fourth year in high school - has at least 15 credits toward graduation, or during the preceding twelve months has earned 5 credits.

Maintaining Eligibility During Year

A student who is enrolled in a school district in this state or participates in a UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period (six weeks grade reporting period) in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified advanced class (listed on the following page). A student may regain eligibility at the end of the regular school day, seven calendar days after the three school week evaluation period, if the student is passing all courses on the last class day of the three week evaluation period. Schools taking breaks of one week or more may not count the vacation week(s) as part of the three week evaluation period. “Three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been

dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. All students are eligible during a school holiday of a full calendar week or more.

Eligibility for Students With Disabilities

Students with disabilities are required to meet the same eligibility standards as all students, unless the admission, review, and dismissal (ARD) committee or Section 504 committee has determined that other mastery levels are appropriate for designated content areas.

Eligibility for Transfer Students

A student attending a district high school as a transfer student (in-district or out-of-district) will be ineligible for varsity athletics for one calendar year from the date the student enrolls as a transfer student at the high school.

Designated Advanced Courses

A student earning below 70 for a grading period becomes ineligible to participate in UIL and non-UIL activities. If, however, the student earns this grade in one of the following courses, the principal may consider waiving the student's suspension from participation in accordance with UIL rules.

A waiver, if granted, may be for one grading period only per semester for a particular course. If a student earns below 70 for a grading period in two or more of the designated courses, he or she is not eligible for a waiver consideration to continue participation in UIL or non-UIL activities. (See FM [Local] – Student Activities.)

Only the courses listed below may be considered for suspension removal for UIL or non-UIL purposes when a student earns below 70 for a grading period. Other Cypress-Fairbanks I.S.D. K-level courses have no bearing on this rule.

- a. **English Language Arts:** English I K, H; English II K, H; English III K, H, AP, and Dual; English IV K, H, AP, and Dual
- b. **Languages Other Than English:** Spanish III K, IV-VI K, AP, and Dual; Spanish for Native Speakers III K and IV AP; French III-VI K and AP; German III K, IV-VI K, AP, and Dual; Latin III-IV K and AP; and ASL III K
- c. **Social Studies:** United States History K, H, AP, and Dual; World History K, H and AP; U.S. Government K, H, AP, and Dual; Economics K, H, and AP; World Area Studies K and H; Comparative Government and Politics H and AP; World Geography K and H; Psychology H, AP, and Dual; Social Studies Advanced Studies K and H; Human Geography H and AP; European History H and AP; and Special Topics in Social Studies K and H (Government 2302 or 2306 Dual)
- d. **Mathematics:** Geometry K and H; Algebra II K and H; Pre-Calculus K, H, and Dual; Calculus AB H, AP, and Dual; Calculus BC H, AP, and Dual; and Statistics H, AP, and Dual; College Algebra K, H, and Dual; Advanced Quantitative Reasoning K; and Computer Science AP

- e. **Science:** Biology K and H; Chemistry I K and H; Physics I K, H, AP and Dual; Physics II-C H and AP; Chemistry II H, AP, and Dual; Biology II H, AP and Dual; Anatomy and Physiology K and H; Environmental Science H, AP, and Dual; Earth and Space K and H; and Engineering Design and Problem-Solving K

K = Honors course

H = HORIZONS course for identified gifted/talented students

AP = College Board Advanced Placement course

Dual = Course for which student earns both high school and college credit

Eligibility Explanations

A student who is ineligible may practice or rehearse with other students for an extracurricular activity, but may not participate in a competition or other public performance, unless the state-approved course (non-athletic) in which he/she is enrolled calls for demonstration of essential knowledge and skills before an audience. The performances allowed by this exception must not be extracurricular in nature, may not be competitive, and may not be held in conjunction with:

1. any extracurricular activity. No admission may be charged and the performance must be held on campus.
2. Students who assist the sponsor or coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance/contest.
3. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for the grading period.
4. Senior proms, banquets, and senior trips are considered social activities rather than extracurricular activities.
5. School districts shall not schedule, nor permit, students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the regular school year (full year course).
6. Participation in extracurricular activities is a privilege and not a right and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

Student Organizations and Clubs

Students wanting to organize a school-sponsored club or organization must meet the following criteria to be eligible to meet on campus (See FNAB [local] and FNAB-R):

1. The proposed club has a District employee sponsor approved by the principal.
2. No other club already exists at the campus that addresses the same or similar goals and purposes of the proposed club.
3. The club has a constitution and/or by-laws.
4. Membership does not discriminate on the basis of an individual's race, national origin, religion, gender, or disability.
5. The primary purpose of the club will not negatively impact the general welfare of the student body.
6. The club meets the minimum requirement of 10 participants.
7. Students must have a signed parent permission slip to participate in the club.

When making a payment by check concerning a student organization or club at a school, whether it is for a fundraiser or fee, make the check payable to the school. In the space provided for additional information, indicate the club name, the reason for payment (ex. catalog fundraiser) and the student's

name.

II. POLICIES, PROCEDURES, AND PRACTICES OF GENERAL INTEREST

Family Educational Rights and Privacy Act (FERPA) - Access To Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a federal statute affording parents and adult students (students who are 18 years of age or older) certain rights regarding student records. The primary purposes of FERPA are to:

1. protect the confidentiality of student records;
2. provide access to parents to their student's records; and
3. provide parents an opportunity to challenge the accuracy of student records.

FERPA prohibits a school district that receives federal funds from unauthorized disclosures to third parties of any personally identifiable information contained in student records, without the written consent of the parent or adult student. The statute identifies certain exceptions to the release of information which include the release to other school officials with a legitimate educational interest and release of information pursuant to a subpoena or court order.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. Unless modified by court order, both parents, whether married, separated, or divorced, have the right to inspect and review the records of a student who is a minor or a dependent for tax purposes, as do adult students. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

For the purpose of this policy, "educational records" means those records, files, documents, and other information directly related to a student that are maintained by the educational institution. This does not include records made by district personnel that are kept in the sole possession of the maker and are not generally accessible or revealed to others.

The principal or designee is custodian of all records for currently enrolled students at the assigned school. The superintendent's designee is the custodian of all records for students who have withdrawn or graduated. The director of special education is the custodian of records for all special education records. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Superintendent's Designee
Telephone: (281) 897-4580
Address: 11330 Falcon Road
Houston, TX 77065

Department of Special Education
Telephone: (281) 897-6400
Address: 10300 Jones Road
Houston, TX 77065

Parents of a minor or of an adult student who is a dependent for tax purposes, an adult student, and school officials with legitimate educational interests are the only persons that have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or Trustees of the District; co-operatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities; school district attorneys; independent contractors, consultants; law enforcement units contracting with the

Family Educational Rights and Privacy Act (FERPA) - Access To Educational Records
(continued)

District to monitor safety and security on District campuses and/or District events, who are:

1. working with or assisting with the student or a matter involving the student;
2. considering disciplinary or academic actions, the student's case, or the Individual Education Plan (IEP) of a student with a disability;
3. compiling statistical data; or
4. investigating or evaluating programs

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

State law also provides that parents are entitled to access all written records of the school district concerning the parent's child, including:

1. attendance records;
2. test scores;
3. grades;
4. disciplinary records;
5. counseling records;
6. psychological records;
7. applications for admission;
8. health and immunization information;
9. teacher and counselor evaluations; and
10. reports of behavioral patterns.

Students over 18 and parents of minor students or of an adult student who is a dependent for tax purposes may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the principal in accordance with Board Policy FNG [Local] if they feel that the District is not in compliance with the law regarding student records. (See HB-40) Copies of student records are available at a cost of 10 cents per page. Parents may be denied copies of a student's records:

1. after the student reaches age 18 and is no longer a dependent for tax purposes;
2. when the student is attending an institution of post-secondary education;
3. if the parent fails to follow proper procedures in requesting records; or
4. when the District is notified that the court has terminated the parent's rights.

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular business hours, upon written request of the parent, one copy of the record maybe provided at no charge.

Closed Campus Policy

All District campuses are closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the campus administration.

Parental Consent to Leave Campus

A student will not be released from school at times other than regular dismissal hours except with the principal's or designee's permission or according to campus sign-out procedures.

A student who needs to leave campus:

- must bring a note from his or her parent/legal guardian/supervisory adult specifying the reason for the absence, the release time, and the person picking up the student;
- should deliver the note to the attendance office/receptionist;
- will receive a pass to be released at the specified time;
- will be sent to the receptionist/attendance office to wait to be released to the appropriate person;
- is to be signed out by the appropriate person by the attendance office/receptionist;
- will be marked absent by teachers during his/her absence;
- must provide a parent or doctor note upon his/her return to school;
- may have attendance code modified by attendance secretary to reflect the absence;
- will have note placed in the student's attendance file.

NOTE: High School only-The school will contact parent/legal guardian/supervisory adult to verify note.

Unless a court order provides to the contrary, a student will generally be released to either parent of the student. In the event the student has a guardian, the school will release the student to his/her legal guardian. In the event there is a custody order designating periods of possession for a student, the school will observe these possession periods in its release of the student. In the event a student has a guardian, the school will release the student to his/her legal guardian. The only other persons to whom a student will be released at parent/guardian request are those who have been given written permission by the parent or legal guardian. In the event the school initiates removal/release of the student, the student will only be released to persons designated on the school's Emergency Information and Medical/Parent Authorization form. **All persons, including parents, should be prepared to present a picture ID to school officials when requesting the release of a student.**

Early Release/Late Arrival

Seniors, whose parents request early release/late arrival for reasons specified in Board Policy EED (Local) and have principal approval, may be allowed to arrive on campus 1 hour late and/or leave campus 1 or 2 hours early. Students receiving approval for early release/late arrival must have reliable transportation to leave or arrive at the approved time, every day. Students should not return to the campus unless they have tutoring (must have a pass from the teacher), need to take a make-up test (must have a pass from the teacher), or participate in an extracurricular activity that meets or practices at the end of the day, such as athletics, band, choir, drill team, club, etc. In addition, students approved for early release/late arrival may also attend school functions such as ball games, theater, music performances, dances, and banquets.

Student Transfers

Students requesting a district transfer are required to submit an application for transfer. Transfer applications are available in the registrar's office on all campuses or on the district website (www.cfisd.net) (See Board Policy FDB [Local]). A transfer application and a non-refundable \$25 processing fee must be submitted to a campus registrar. The application will be reviewed by the Office of Student Admissions, Attendance and Transfers and the parent/guardian will be notified of the decision in writing.

If approved, a transfer is valid for the current school year and must be renewed on a yearly basis. The district does not provide bus transportation for transfer students. Transfer students in grades nine through twelve generally are ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.

If a student with an approved transfer is withdrawn from the requested campus, the transfer will no longer be in effect if the student re-enrolls in the district. Future transfers for siblings to attend the same requested campus are dependent on the open/closed status for a specific school year.

Open Campus

The Board approves a limited number of openings on certain campuses for transfer each year. A parent/guardian of an enrolled student may request a transfer for their child to attend an open campus between the first weekday of April and the first weekday of June. Transfers will be approved on a first come, first serve basis.

Child of District Employee

A district employee who is eligible to receive benefits may apply to transfer their child to most schools in the district between the first weekday of April and the first weekday of June. The employee must submit verification of employment (ID badge, bus route, signed contract). Transfer applications for children of a newly-hired employee or an employee with a new building transfer will be accepted after June 1st.

Extenuating Circumstances

This type of transfer is limited to issues of health and physical safety of an enrolled CFISD student while at school. Special consideration shall be given to a student who is a victim of a violent criminal act committed on the campus the student attends. The transfer application will be reviewed by the Board's designee. See Board Policy (FDB [Local]) for transfer guidelines.

School Choice

All students enrolled in a Title 1, Part A campus that has been identified for improvement are eligible to exercise the school choice option.

Moves Out of School Zone

If a student moves from one CFISD attendance zone into another CFISD attendance zone after the first day of school, the student may choose to attend the school in either zone for the remainder of the current school year. If the choice is made to stay at the school zoned to the previous residence, the parent/guardian must submit a transfer application, \$25 processing fee and current proof of residency (utility bill, lease agreement, or closing documents). Students currently in grades 4, 7, 10 and 11 will be eligible to renew their transfer for the following school year. Students in all other grade levels must attend the campus zoned to their address the following school year.

Moves During the Summer

If a student moves to another attendance zone within the district or moves out of the district during the summer, the student is not eligible to return to the previous school. Exceptions will be made for students who move within the district and will be entering grades 5, 8, 11, and 12. The parent/guardian must submit a transfer application, processing fee, and provide current proof of residency (utility bill, lease agreement, or closing documents) to a campus registrar.

Moves into the District

Students moving into the district within 18 weeks of enrollment may submit a transfer application and be enrolled in the district. A transfer application and a letter from the builder, executed lease, or contract agreement with estimated move-in date must be submitted to a campus registrar. Tuition may be assessed at a rate determined by the district and must be paid in advance.

Revocation of Transfer

The receiving principal may recommend revoking a student's transfer to the Director for Student Services/Admissions for the following school year if the student's attendance or discipline has created health, safety, or academic concerns.

Transfer Appeal Process

If a transfer request is denied, the parent/guardian may appeal the decision to the Board's designee. An appeal must be submitted in writing to the Director of Student Services/Admissions within five (5) business days of receiving the denial notification. The Board's designee shall render a ruling on the transfer request and will advise the parent/guardian in writing. Further appeals shall be in accordance with FDB (Legal)

Directory Information Release/Video and Photo Release

- **Directory Information Release**

In accordance with the Texas Public Information Act and No Child Left Behind, Cypress-Fairbanks I.S.D. must release certain non-confidential information about our students if a written request is received by the district. This information, known as "Directory Information", includes the student's name, address, telephone number, date and place of birth, school, grade level, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, awards received, and the most recent previous school attended. As you may know, many organizations and businesses request this information in order to mail information or contact parents or students for commercial purposes. Other organizations, such as community or sports associations, military recruiters, and scholarship programs, also request this information. The District has divided release of Directory Information into two categories: (1) school-sponsored or school-related, and (2) third-party requestors. If parents do not want to have Directory Information released to one or both of the categories of the requestors, they must indicate this preference on the "Student Demographic Information" form (for new students) or on the "Emergency Information and Medical/Parent Authorization" form (for existing students). This will prohibit release of "Directory Information" to the respective requestors.

The district does not distinguish between third-party requestors; therefore, if a parent wishes to withhold Directory Information from any third-party (such as military recruiters or institutions of higher education), the parent must indicate this preference on the stated form.

- **Video and Photo Release**

District personnel, or agents of the district, photograph, videotape, or interview students for use in district/school publications, the district/school websites, the district's Facebook page, displays, newspapers, memory books/yearbooks or television broadcasts over CFTV Channel 16 or on CFTV Online. Parental permission is required to allow students to be photographed or videotaped for these purposes. Parents may agree to this by indicating this choice on the "Student Demographic Information" form (for new students) or on the "Emergency Information and Medical/Parent Authorization" form (for existing students).

Non-district personnel, such as representatives from commercial media outlets, may also have authorized access to photograph, videotape, and/or interview students. Parental permission is required to allow students to be photographed, videotaped, and/or interviewed for these purposes. Parents may agree to this by indicating this choice on the "Student Demographic Information" form (for new students) or on the "Emergency Information and Medical/Parent Authorization" form (for existing students).

Texas Public School Nutrition Policy

Effective August 1, 2004, the Cypress-Fairbanks Independent School District implemented the guidelines of the Texas public school nutrition policy as mandated by the Texas Department of Agriculture (TDA) into its breakfast, lunch, and snack programs.

The following is a list of guidelines for the Cypress-Fairbanks I.S.D. meal programs at each campus level.

For elementary schools:

- No food or beverage can be served to students during the school day except those from the school food service department.
- The school day is defined as the start of the first breakfast period until the last bell.
- Snacks for special events may be purchased from food service provided they are served and consumed during a meal period in the cafeteria and meet the nutrition guidelines.
- Elementary classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be provided by the teacher, parents, school food service, or other groups and should be at no cost to the students. No foods of minimal nutritional value (FMNV) or dessert type items are allowed.

For middle schools:

- No FMNV or candy can be made available to students until after the last scheduled class.
- No competitive foods are allowed 30 minutes before to 30 minutes after meal periods anywhere on campus.
- Any competitive food made available to students must meet the nutrition standards listed in the policy.
- Field trips and other off campus events occurring during the school day are not subject to the policy.

For high schools:

- No FMNV or competitive foods may be served during meal times in areas where reimbursable meals are served and/or consumed.

- Students may not take food purchased in the cafeteria or snack bar to the vending area.
- No more than 15 percent of the beverages available in vending machines should be sugared, carbonated soft drinks (limited to 12 ounce containers).
- Any competitive food made available to students must meet the nutrition standards listed in the policy.
- Schools may not serve or provide access to FMNV or candy anywhere on school premises until the end of the last scheduled class.

Foods of Minimal Nutritional Value (FMNV) and policy exemptions:

- **School Nurses:** The policy does not apply to school nurses using FMNV during the course of providing health care to individual students.
- **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of FMNV or candy for behavior modification may be given these items.
- **School Events** – Up to three different events determined by school officials as part of school policy and included on the school calendar.
 - **STAAR Test Days:** Schools and parents may provide one additional nutritious snack per day for students taking STAAR test.
- **Instructional Use of Food in the Classroom:** For instructional purposes, teachers may use foods in the classroom as long as the food items are not considered FMNV or candy. The food must be consumed in the classroom and may not be given or sold to other students or classes.
- **Field Trips:** School-approved field trips are exempt from the policy.
- **Athletic, UIL, Band and Other Competitions:** The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band, or other competitions.

Foods of Minimal Nutritional Value (FMNV)

The foods that are restricted from sale or distribution to students are classified in these four categories:

- **Soda Water-** any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- **Water Ices-** any frozen, sweetened water such as "...sicles" and flavored ice **with the exception of products that contain fruit or fruit juice.**
- **Chewing Gum-** any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- **Certain Candies-** any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
 - Hard Candy-** A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
 - Jellies and Gums-** A mixture of carbohydrates that are combined to form a stable gelatinous system of jelly like character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

Foods of Minimal Nutritional Value (FMNV) (continued)

Marshmallow Candies- An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.

Fondant- A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.

Licorice- A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.

Spun Candy- A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

Candy Coated Popcorn- Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

Examples of foods that are restricted from sale and distribution to students include, but are not limited to: Life Savers, Peppermints, Lemon Drops, Jolly Ranchers, Snow Cones, Cracker Jacks, Skittles, Sprees, Jelly Beans, Marshmallows, Cotton Candy, Gummy Bears, Red Hots, Jaw Breakers, Sours, any carbonated beverage.

Classroom Birthday Parties

In order to limit disruption to the instructional day, classroom birthday parties are not allowed. Each campus may elect and determine alternate ways to acknowledge student birthdays, such as participation in daily announcements, certificates of acknowledgment, and/or parent purchase of Food Service Department food items during meal times.

Senate Bill 530—Health and Physical Education

The district shall implement, in accordance with law, a coordinated school health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB and EHAC].

Parents/Guardians with a student in grades three through twelve may submit a written request for a child's physical fitness assessment results at the end of the school year. The request should be submitted to the building principal.

Steroid Use

Steroid use by teenagers has increased over the last several years to enhance athletic performance. It is illegal and a violation of the state and district policy for students to use steroids without a doctor's prescription. Students possessing, using, or delivering steroids will result in disciplinary action consistent with the District discipline policy and state law. To learn more about steroids, contact: Substance Abuse and Mental Health Services Administration, National Clearinghouse for Alcohol and Drug Information, 800/729-6686 or TDD 800/487-4889, línea gratis en español 877/767-8432, or their website www.ncadi.samhsa.gov.

Administering/Transporting Medications

Cypress-Fairbanks I.S.D. policy provides that school nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physicians' orders to students during school hours under the following conditions.

1. The school/district has received a written request to administer medication from the parent or legal guardian or other person having legal control of the student.
2. Prescription medication must be in the original container properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be

Administering/Transporting Medications (continued)

3. prescribed by a medical professional licensed to practice in the state of Texas.
4. Non-prescription medication shall be in the original container labeled as to content. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations

- will not be given at school.
5. Students are **not** allowed to have any medication in their possession during the school day or at school-related activities except as provided herein for emergency medications.
 6. For the safety and protection of all students, medication cannot be transported by students. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times. When the period for administering the medication expires, the parent, guardian or other adult shall pick up the medication at the clinic. A doctor's note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or epi-pens.
 7. Students are not allowed to share **any** medication with another student. (This includes prescription medication or over-the-counter products).
 8. In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

Consequences of Violations of Medication Policy

Any attempt to violate the provision of these guidelines will result in disciplinary action consistent with the district discipline policy and state law.

Emergency Medical Treatment

Parents are required each year to complete an Emergency Information and Medical/Parent Authorization form that is kept on file in the school clinic. Up-to-date emergency care information (name of doctor, emergency care information, other persons to contact, phone numbers, etc.) can be of critical importance in case of an accident or other emergency. If this information changes during the school year, please provide the updated information in writing to the school nurse and office personnel as appropriate.

Parents are asked to speak with the school nurse regarding any food allergy or severe food allergy that you believe should be disclosed to the district in order to enable the district to take necessary precautions for your child's safety. You may be asked to complete a Request for Food Allergy Information form.

Emergency School Closings

Automated calls will be placed to student home phone numbers beginning at 6:00 a.m. using the district's Emergency Notification System (ENS) if conditions warrant the closing of schools. Local television and radio stations will also be notified by 6:00 a.m. **Information is also posted on CFTV Comcast Cable Channel 16 and the district website www.cfisd.net.** Due to the size of our school populations, parents are encouraged to monitor the district website, social media including but not limited to Facebook, Twitter, television or radio stations.

Television stations

Channels 2, 11, 13, 26, 39, 45, 47 and CFTV Comcast Channel 16

Radio Stations

FM 100.3 (KILT) FM 102.9(KLTN), AM 740 (KTRH)

School Safety

Providing a safe learning environment is the district's top priority. As a proactive step, each school, in cooperation with the CFISD Police Department and Director of Campus Safety, has developed safety and crisis response procedures.

Throughout the school year, schools will conduct practice drills during the school day to ensure that all persons are familiar with their roles and responsibilities. Additionally, all schools have identified secondary sites and reunification (student pickup) procedures in case it becomes necessary to evacuate school premises. If a safety situation occurs, the district may utilize parent letters, the district television station, CFTV Channel 16, the district website www.cfisd.net, and local television and radio stations (see previous section, **Emergency School Closings**, for listing) to communicate information to parents.

In order to alleviate any confusion regarding the terminology used during these emergency events, the following definitions have been included.

Shelter in Place

This procedure may be implemented when a situation other than weather may be a hazard to health or is life threatening. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building; therefore;

- All windows and doors will be locked
- The air conditioning system will be shut down
- No one will be allowed to enter or leave a building
- Parents will not be able to pick up children from school

Once the "ALL CLEAR" is given, students and teachers will return to their regular activities or a parent/student reunification (student pickup) program may be initiated. If a school is *sheltering in place*, parents should also *shelter in place* at home.

Shelter in Place, Weather Only

This procedure may be implemented when weather conditions exist that may place school or schools in immediate danger. The following steps will occur:

- Students and staff will be sheltered inside buildings away from outside windows or doors
- Buildings will be open for entry only
- No one may exit until the "ALL CLEAR" is given

When the "ALL CLEAR" is given, normal activities may resume. Activities or a parent/student reunification (student pickup) process may be initiated.

Secure the Building

When a campus is notified by law enforcement that there is police activity in the immediate area, the following will take place:

- All students and staff will be moved into the main building if it is safe to do so
- Assigned staff will secure exterior doors.
- An employee shall be assigned to monitor the entry for first responders and authorized visitors or students.

Secure the Building (continued)

- Depending on the threat, classes could resume until the threat passes or other plans may be developed if necessary.
- CFISD Police Department will notify when it is appropriate to resume normal activities.

Once the “ALL CLEAR” is given by proper authority, students and staff may return to normal activities.

Lockdown

This procedure is only initiated when an intruder enters the premises of a campus and poses an imminent danger to students and staff.

- All doors, windows, and classrooms will be locked
- Students and teachers will remain in their classrooms
- No one will be allowed to enter or leave the building
- Parents will not be allowed to pick up children from school
- Local authorities will provide assistance, if needed

Once the “ALL CLEAR” is given, students and teachers will return to their regular activities or the parent/student reunification (student pickup) process will go into effect.

Reunification/Child Pick-up

In the event that a decision has been made that a school must be evacuated and emergency personnel report that the danger or threat has passed, and the area is safe for children and parents, reunification procedures will be initiated. The district/school will identify the locations, time, and checkout process for parents to pick up children. The district website will be one of the tools used to communicate instructions with parents.

OZONE Response Plan

Ground-level ozone is the most common air quality problem in Harris County. Ozone pollution is mainly a daytime problem when temperatures are high, sunshine is strong, and winds are weak. When this occurs, ozone can accumulate to unhealthy levels, especially for people with respiratory conditions who are participating in strenuous outdoor activities.

The school district has developed a plan to respond to high concentrations of ground-level ozone. The district's plan follows the recommendations from Harris County Office of Emergency Management and Texas Natural Resource Conservation Commission.

http://www.tceq.texas.gov/cgi-bin/compliance/monops/select_curlev.pl?region12_cur.gif#map1

When the school district receives an ozone alert from Harris County, district personnel carefully monitor the ozone levels in **northwest** Harris County. When the ground-level ozone reaches unhealthy levels in the district's geographic area, campuses are notified of the specific ozone warning level of orange, red, or purple. Based on the ozone warning level, certain strenuous outdoor activities, such as physical education or recess, will be curtailed for some or all students.

OZONE Response Plan (continued)

Following an Ozone Alert, campuses will implement the following guidelines:

ORANGE ALERT
101 – 150
Unhealthy for Sensitive
Groups

The following should **LIMIT** prolonged outdoor exertion:

- People with lung disease, such as asthma, heart disease, or respiratory conditions
- Children and older adults
- People who are active outdoors

Outdoor activity should be curtailed to one hour or less.

Each campus nurse has developed a list of students in this group based on health card information.

RED ALERT
151 – 200
Unhealthy

The following should **AVOID** prolonged outdoor exertion:

- People with lung disease, such as asthma, heart disease, or respiratory conditions
- Children and older adults
- People who are active outdoors

**ALL OUTDOOR ACTIVITY SHOULD BE MOVED TO AN INDOOR VENUE
SCHEDULED OUTDOOR ATHLETIC ACTIVITY WILL BE DELAYED UNTIL CONDITIONS IMPROVE**

PURPLE ALERT
201 – 300
VERY UNHEALTHY

**ALL STUDENTS WILL AVOID ALL OUTDOOR ACTIVITY
REGARDLESS OF DURATION
SCHEDULED OUTDOOR ATHLETIC ACTIVITY WILL BE
DELAYED UNTIL CONDITIONS IMPROVE**

How does Ozone affect health?

Makes it more difficult to breathe deeply and vigorously
Causes shortness of breath and pain when taking deep breaths
Causes coughing and sore or scratchy throat
Inflames and damage the lung linings
Makes lungs more susceptible to infection

Communication Between Home and School

Communication between home and school is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as handbooks, newsletters, progress reports, report cards, and student work. This communication continues with messages and phone calls between parents and school staff, information on campus web pages, school open houses, and back-to-school nights. Communication might also include requests for conferences initiated by the school or the parent. **Phone communication and conferences are encouraged whenever school staff members or parents have concerns regarding a student's academic or behavioral progress.** Each year the district designates a

Communication Between Home and School (continued)

conference day following the first reporting period for individual parent/teacher conferences at the elementary level. **Parents are asked to update phone/address changes to facilitate daily and emergency communication.**

In the event that any of the student's enrollment information changes (home address, telephone numbers, guardianship, etc.), the parent/guardian must notify the campus registrar immediately. The school must be able to contact the parent/guardian in the case of illness or emergencies. Proof of residency (current electric, gas, or water bill) must be presented for an address change.

Adult Visitors On Campus

All non-district visitors (including parents/guardians) must report to the front office, sign in, state their reason for being on campus, and receive a name badge to be visibly displayed while the visitor is in the building. The principal may require any person not having legitimate business to leave. Visitors will be required to present a valid driver's license or picture ID and each visitor's name will be processed through the RAPTOR database (a database of registered sex offenders). A visitor's presence on campus is a privilege and must not cause a disruption to the learning or working environment of students and staff. In the event a visitor's presence on campus creates a disruption, the campus principal may limit or prohibit a visitor's presence on campus in the future, including parents/guardians.

Parents or legal guardians are encouraged to visit their child's school. Visits by parents or legal guardians to individual classrooms during instructional time are only permitted in accordance with District policy and with the principal's and teacher's approvals, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents/guardian may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

Supervision

- All school district staff will wear a Photo ID during the school day and at school events.
- Contractors working on school projects will be screened by the CFISD Police Department and will wear a Photo ID while on school property.
- All visitors, regardless of how frequent they are in a building, will be required to sign in at the front desk and wear a Visitor's badge.
- CFISD Police officers will patrol all District facilities around the clock.
- Walk-through metal detectors may be used at all high school sporting events and at various school activities.

After-Hours Activities

Parents or legal guardians who volunteer as chaperones/drivers for after-hour activities will be required to present a valid driver's license or government issued picture ID and be processed through the RAPTOR database. This must be done prior to the event, during school hours. A list of approved volunteers will be sent to the department's sponsor. Anyone wishing to volunteer at an after-hour activity where students are placed in their care, custody or control must be on this approved list.

Student Visitors on Campus

Student visitors from other campuses are not permitted without the principal's knowledge and permission. This includes visits during lunch and dismissal times.

Animal Visitors on Campus

No animals are allowed on campus at any time without the principal's knowledge and permission, except service animals used to assist disabled persons.

Students Traveling To and From School

Students who are walking or biking to and from school shall not loiter, trespass, litter, or create nuisance conditions for residents of the community. While the district does not assume the legal responsibility for the students traveling to or from school in this manner, it may take disciplinary action if the circumstances warrant. Residents should notify the campus administration to report any concerns.

Transportation by Bus

Bus transportation is provided by the district for eligible students attending their home campus. Students are only eligible for one assigned bus route. Students on a transfer must provide their own transportation. Parents may designate only one of the following 'eligible for bus service' locations as their student's transportation address:

1. The student's legal residence.
2. A state recognized child care provider (including in-home care providers).
3. A grandparent responsible for providing before and after school care for the student.

Students are only allowed to ride their assigned bus to and from their assigned bus stop. Any change in that assignment can only be made on an emergency basis if a request is submitted by the parent in writing and it is approved by school personnel or designee. Requests related to after-school activities, such as sports and scouts, cannot be approved. Students who are waiting at bus stops shall not loiter, trespass, litter, or create nuisance conditions for residents of the community.

Band instruments, backpacks, class projects, etc. on the bus can be a concern. The practice is to transport the item if the student carries it with him to his seat. Students must either place the item in his lap or immediately in front of him on the bus floor between his legs. Carry-on items cannot be allowed to block the aisle, service stairs, or emergency door.

Any type of object carried onto the bus that the driver determines may be dangerous or cause student disruption may be refused. Animals are not permitted. There should be no glass brought onto the bus.

Drivers cannot be responsible for student's personal belongings left on the bus.

The school bus is considered an extended part of the school day. Students violating bus rules are subject to disciplinary consequences, which may include having a re-assigned seat on the bus, suspension of bus riding privileges, and/or a Class C ticket issued by the CFISD Police Department for disruption of transportation in accordance with state law. When a disruption occurs on a CFISD bus, students may be removed from the bus and transported to the CFISD Police Department where a parent/guardian will be contacted to pick up his child. If a parent/guardian cannot be contacted, the student may be transported to Department of Family and Protective Services (DFPS).

Transportation by Bus (continued)

Parents, guardians and persons acting in *loco parentis* should:

- A. Understand and support district guidelines and policies, and regulations and principles of school bus safety;**
- B. Assist students in understanding safety rules and encourage them to abide by them;**
- C. Recognize their own responsibilities for the actions of their children.**

Understanding this, parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop.

Suspected Child Abuse

Any person with reason to believe that a student has been, currently is, or will be subject to abuse or neglect must report to Department of Family and Protective Services and/or any local state law enforcement agencies his/her knowledge of the abuse or neglect. State law requires that a report must be made within 48 hours of the suspected abuse. This is a non-accusatory report reflecting the reporter's belief that a child has been or will be abused or neglected. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school.

Suspected Learning or Other Disability

If a child is experiencing academic difficulties, the parent should contact the child's classroom teacher for assistance to learn about the district's overall general education referral or screening system for support services. If the parent suspects learning or other disability that adversely impacts the student's learning, the parent may contact the campus principal or counselor. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date the district receives the written consent from the parent. If a student is absent more than two days during the 45 school day period, the timeframe will be extended. When the consent is received less than 35 school days prior to the end of the school, the evaluation and report will be completed the following school year. For evaluations receiving consent with more than 35 school days left in the school year, but less than 45 school days, the evaluation and report shall be completed by June 30th. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, a copy of the *Notice of Procedural Safeguards-Right of Parents of Student with Disabilities* must be given to the parent.

Student Insurance

Texas school districts may not assume financial or legal responsibility for injuries to students that occur at school except under certain circumstances involving the state's vehicle liability laws. Public school districts are political subdivisions of the state and they and their employees are protected under the doctrine of governmental immunity. Districts are prohibited from paying medical expenses or property loss expenses for which the Texas courts would hold them immune from liability. Districts are also prohibited from spending tax revenue to pay for these expenses directly, or to purchase insurance coverage for these types of losses as well. Parents need to be aware that they must assume the financial responsibility should their child become ill or suffer an injury at school. The District provides each parent the opportunity to purchase an individual student accident insurance policy at the beginning of each school year at a nominal cost if other personal medical insurance is not available or needs to be supplemented.

The District has obtained an All Sports and Activities Accident Insurance policy that provides coverage for accidental injuries for athletic and school-sponsored activities. Coverage is provided for all junior and senior high (7-12 grades) interscholastic sports, including football, basketball, cheerleading, band, and school-sponsored and supervised non-sport extracurricular activities. The student must be a member of the school-sponsored interscholastic sport or activity being covered and under the direct supervision of a full-time school appointed official. Students are covered by this policy for injuries that occur while playing, practicing, and trying out for the activity, and while traveling in a school-furnished vehicle, uninterruptedly and directly to and from the interscholastic approved activity for which coverage is purchased.

This policy is to be used as excess coverage after benefits have been paid by any other medical and/or dental insurance (including any Preferred Provider Organization or Health Maintenance Organization) the family may have. However, if the family does not have its own, this policy can be used as the primary coverage. Any deductible applicable to this policy and any charges incurred that exceed the policy maximum limits are the responsibility of the student's parents.

Student School Supplies/Personal Belongings

Students are expected to have appropriate supplies (paper, pencils, notebooks, etc.) for completing their school work. The use of backpacks or book bags during the school day will be determined by the individual campus. Students may not possess items at school that could be distracting to the learning environment. Belongings that might be damaged, lost or stolen such as, but not limited to, cell phones, headphones, cameras, games, iPods, iPads, netbooks, or CD players are the responsibility of the student. **District personnel will not assume responsibility for damaged, lost or stolen items. CFISD Police Department will not investigate or file theft reports for students or parents for the loss of a cell phone/paging device at school. In addition, the theft of any other item considered prohibited or contraband will not be investigated.**

Individual campuses may adopt an "Electronic Communication Device" policy that is less restrictive than the aforementioned policy. This amended policy may identify other non-instructional times during the school day where these devices may be in use without penalty. This policy must be approved by the campus Principal and must be clearly communicated to the students and parents prior to implementation. A copy of this amended policy must be on file with the Office of Student Services.

The Instructional School day is defined as anytime students are under the direct supervision of a Cypress-Fairbanks I.S.D. employee. This includes, but is not limited to, riding the bus to and from

Student School Supplies/Personal Belongings (continued)

school; students waiting in the campus bus loading zone (morning and afternoon); in the building before and after school; class time; before, during, or after any state assessment or district testing; passing periods between classes; lunch time; after school tutorials, practices for extracurricular events, detentions; field trips; and participating in school events. Examples of non-instructional time are: waiting outside of the school building for a parent ride; outdoor athletic events; and, walking to and from school or the bus stop.

A person who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator. In accordance with Texas Education Code Section 37.082, the device will be confiscated and returned to the owner after a \$15.00 administrative fee is collected. A student's parent, guardian, or non-student owner may pick up the device after showing proof of ownership. If the device is not claimed, the student's parent, guardian, or company whose name and address appears on the device shall be given 30 days prior notice of the district's intent to dispose of the device.

Student Publications

- a. Student material criticizing school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- b. Material encouraging actions that endanger the health or safety of students is prohibited.
- c. Student material attacking any individual or group on the basis of gender, race, creed, or religion may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- d. Libel is prohibited. Libelous material is that which contains falsehoods made with knowledge of their falsity or with reckless disregard of the truth.
- e. Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal, substantial disruption of school operations would likely result.
- f. Material intended for posting or distribution on school premises shall first be submitted to school officials and reviewed by the principal.
- g. Material shall be submitted to the principal who shall approve or disapprove the materials within twenty-four (24) hours. Material that is controversial or unpopular but not reasonably likely to result in substantial disruption of normal school operations may not be prohibited on that ground alone. Moreover, a mere apprehension of disturbance is not sufficient to justify restrictions on a student's otherwise legitimate right to freedom of expression. Depending upon the age and maturity of the students exposed to the material, distribution or posting may not be prohibited on grounds of objectionable language if the same or similar language can be found in material made available to students in school assignments or through school facilities, such as the school library.
- h. An adverse ruling may be appealed to the Superintendent who shall rule on the appeal within three (3) days.
- i. An adverse ruling by the Superintendent may be appealed to the school board. The matter shall be placed on the agenda for the next regular meeting of the Board of Trustees.
- j. School sponsored newspapers and/or yearbooks are under the complete supervision of the teacher/sponsor and campus principal.

School Distributed Flyers

Many outside groups request permission to distribute informational flyers to students. The district has created local policy GKDA, which establishes the criteria for distribution of non-school literature. Generally, the policy requires that:

The flyer must clearly state that it is for an activity for students.

The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit [501 (c)3, 501 (c)4] organization and have verification of this on file in the Facilities Use and Records office.

The material on the flyer must be age and/or developmentally appropriate for students.

No fund raising flyers are allowed from groups outside the school.

The flyer must not cause disruption of the operation and discipline of the school.

The flyer must be approved by the Facilities Use office, 11330 Falcon Road, Houston, TX 77064, (281) 517-2180 in accordance with GKDA (Local) before distribution.

Please be aware that the district does not evaluate the merit of the programs or activities that are offered in these informational flyers as stated in the disclaimer on each non-district flyer. **Parents should investigate and make decisions based on their own assessment of the activities or programs advertised in the flyers.**

Each building principal will determine the most appropriate method for the distribution of the flyers, either distributed to individual students or made available for pick-up by any interested students or parents.

Student Vehicle Regulations

The following requirements and controls are to be implemented at each high school. In addition, rules and information may be issued when a vehicle is registered with the school.

1. Student must present a valid driver's license and proof of insurance. Being 16 years of age and having a valid driver's license does not guarantee the student a parking permit. The campus administrator will determine which students qualify for parking permits.
4. The District provides limited parking space for students. The student should be aware that he/she cannot be assured of a space in which to park daily.
3. The parking fee of \$50.00 per year shall be charged all students who desire to drive a car to school and provide proof of liability insurance and valid driver's license. This fee is adjusted to \$40.00 at mid-term or after. If the driving privilege is revoked by the school, no refund will be granted.
4. All vehicles must have a parking permit sticker placed on the windshield, driver's side, above a valid inspection sticker so that it is readily visible at all times.
5. Permits to park vehicles on school campuses shall be limited to students who have registered their vehicle and been issued an appropriate campus parking sticker. Failure to follow the parking guidelines or Code of Conduct regulations may result in parking privileges being revoked with no refund.
6. Vehicles shall be parked only in areas designated by the principal for student parking.
7. Students shall not park in areas designated as NO PARKING ZONES or BUS PARKING ZONES, or park in such a position as to obstruct movement of emergency vehicles, delivery trucks and maintenance trucks.
8. Vehicles that do not have a parking permit or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or owner of the car to recover the vehicle and pay for tow-away charges. (The principal will have a record as to where the vehicle has been taken, should it be towed away.) Students may also

Student Vehicle Regulations (continued)

- call 281-897-4337 after school hours for the towed vehicle's location.
9. The speed limit on campus is 15 m.p.h. Students who violate the speed limit or exhibit reckless driving shall have their parking permits revoked and shall be subject to disciplinary action.
 10. The fee for any parking sticker acquired under false pretenses will not be refunded. Any student providing or acquiring a parking sticker under false presence will have parking privileges revoked.
 11. Vehicles parked on school property are under the jurisdiction of the school. **The school reserves the right to search any vehicle if reasonable cause exists to do so.** Students have full responsibility for the security of their vehicles and will make certain they are locked and that their keys are not given to others. **Students will be held responsible for any prohibited objects or substances, such as, but not limited to, alcohol, drugs, and weapons, that are found in their cars and will be subject to disciplinary action.** Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. (See CC 42-43)
 12. The district is not liable for vandalism, theft, or damage to any vehicle parked on school property.
 13. Any student with an unpaid fine or fee may not be issued a parking sticker.
 14. Student will not be permitted to:
 - Speed in any district parking lot
 - Double park or back-in park
 - Park across a white or yellow line
 - Park in a fire lane
 - Loiter or sit in parked cars during school hours
 15. Any person involved in an accident while on school property must share pertinent information such as, but not limited to, name, address, driver's license, and insurance carrier with all parties involved. Failure to exchange information may result in loss of parking privileges and or other disciplinary consequences.

Students may be issued traffic tickets from the CFISD Police Department for parking and/or moving violations in accordance with state law. These Class C traffic tickets will be filed through the Harris County Justice of the Peace Court.

Failure to comply with the vehicle regulations may result in disciplinary action, issuance of a Class C ticket by the CFISD Police Department and filed through the Harris County Justice of the Peace Court, or loss of vehicle permit and campus parking privileges. Certain violations will result in the removal of the vehicle from campus at the owner's expense.

Vehicles may be searched for drugs, weapons and other contraband by school administrators and CFISD Police Officers using trained dogs. **Anything found in a vehicle driven to school by a student is considered to be in possession of the student.**

General Guidelines for Student Dress and Grooming

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

Our district values and needs the support of parents in upholding the district and campus dress and

General Guidelines for Student Dress and Grooming (continued)

grooming guidelines. The student and his/her parent(s) may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- **shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and**
- **shall not create a health problem or safety hazard for the student or others.**

Using these general guidelines and the specific guidelines listed below, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing student dress and grooming standards at school and at all school-related activities.

Individual campuses may develop and enforce additional or standardized dress codes and grooming guidelines that meet the standards of the campus (see additional information on standardized dress codes below). These campus guidelines or standardized dress codes may be more restrictive than those established by the district. However, these additional campus guidelines or standardized dress codes must be developed in accordance with the district's procedures and regulations regarding adoption of additional campus guidelines or standardized dress codes and must be publicized to the students and parents in a timely manner, so that students and parents can select the appropriate clothing that will meet the individual campus guidelines or standardized dress codes.

All students are required to adhere to the district dress and grooming guidelines, as well as to any additional guidelines developed and approved for the campus. Exceptions will be permitted for bona fide religious reasons. **Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines.**

Specific Guidelines/Restrictions for Student Dress and Grooming

Students should wear garments, shoes, jewelry, accessories and hairstyles that

- are appropriate and modest in length and coverage
- reflect a positive image of the school and contribute to a distraction-free learning environment, and
- lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, sagging, baggy, revealing, spaghetti-strap, backless, low cut or short.

Pants– must be worn at the waist or upper hip and must not reveal underclothing

Shorts and Skirts - must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer

Tops, Shirts and Blouses – must not reveal underclothing, midsection, torso, back, chest, breasts or cleavage

Dresses – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer

Shoes – must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed.

Head Coverings – no type of head covering is to be worn with the exception of (1) a cap or hat that is part of a uniform worn at a school activity or (2) for religious or medical purposes

Underclothing – must wear appropriate underclothing;

Pajamas/loungewear – **any and all pajamas/loungewear** are prohibited

Jewelry/Piercings – Noisy, distracting and excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/Piercings must not detract from or interfere with the learning

Specific Guidelines/Restrictions for Student Dress and Grooming (continued)

environment or present a safety or health hazard.

Tattoos –Tattoos that are gang-related, offensive or distracting or that distract from or interfere with the learning environment of the school must be covered at all times.

Hair/Make-up – Hair must be well groomed, neat and clean at all times; hair style/color and makeup must not detract from or interfere with the learning and school environment.

Backpacks – must not detract from or interfere with the learning environment or present a safety or health hazard

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.

Dress and Grooming Violations

Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in Discipline Management Class (DMC/in-school suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents may be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

School Uniforms or Standardized Dress Code

Campuses may, in accordance with district regulations and procedures, develop and publish a standardized dress code or adopt a school uniform. Compliance with a standardized dress code or a school uniform is expected every day, including the first day at that campus. Students who are new to the campus, or students with extenuating circumstances, will be expected to be in compliance after a reasonable grace period. The students at these campuses are expected to follow the appropriate district dress and grooming guidelines as well as the specific campus guidelines. Exceptions to school uniforms will be permitted for bona fide religious and philosophical reasons. Campuses that have adopted a school uniform include Francone, Frazier, Owens and Sheridan elementary schools and the secondary DAEP campuses.

Prohibition of Gangs/Gang Activity (Gang-Free Zones, TEC 37.110)

Gangs or gang activity will not be tolerated in Cypress-Fairbanks I.S.D. schools. A gang is a group of individuals, juveniles and/or adults that associate on a continuous basis and are involved in delinquent or criminal activity.

Parents should be aware that gangs generally will adopt some sort of common dress or identifier that identifies them as a group. Identifiers can, but do not always, mean gang-related membership or activity.

Some of the identifiers used by gangs may include, but are not limited to, hats, shirts, pants, jackets, shoes, bandannas, jewelry, graffiti or drawings of gang symbols on notebooks or clothing, haircuts, tattoos, rosary beads or other religious symbols.

Students are prohibited from any behaviors which are associated with gang-related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals. Campus administrators may ban such dress or behaviors from school that are gang related. (Texas Education Code Section 37.121) Any attempt to violate the provision of these

guidelines will result in disciplinary action consistent with the District discipline policy and state law.

Textbooks

Textbooks, electronic textbooks, and all technological equipment are provided free of charge by the district for each subject or class as a class set or individually checked out; students are required to use these items carefully. Textbooks must be covered by the student, as directed by the teacher. Students who are issued a damaged textbook, electronic textbook, or technological equipment should make a report to the teacher.

Any student failing to return a textbook, electronic textbook, or technological equipment issued by the school shall not be issued any additional textbooks, electronic textbook, or technological equipment until the missing textbook, electronic textbook, or technological equipment is paid for or returned. The district may withhold the pupil's records (Texas Education Code 31.104[d]) and prevent students from participating in campus and district privileges if textbooks, electronic textbooks, or technological equipment are not returned and payment is not made. Privileges may include, but are not limited to: school dances, parking passes, and final exam exemptions.

All students should receive a receipt for all moneys (cash or check) paid to the district. A receipt may be a ticket, a completed receipt form, or a cash register receipt.

District Property Issued to Students

Students are responsible for all items issued by the district, such as textbooks, instructional materials, musical instruments, library materials, technology materials and equipment. Payment is required if items are lost or damaged.

Student/Parent Complaint

Usually student or parent complaints or concerns can be addressed simply, by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy, FNG (Local). FNG (Local) provides generally that a student or parent who has not resolved a problem with a teacher or sponsor, should submit a written complaint form to the campus principal. If unresolved, an appeal and a request for a conference should be addressed to the superintendent. If still unresolved by the superintendent or designee, the District provides a process for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. The CFISD website, the superintendent's office or campus principal's office can provide the specific policy or process for the following:

- Discrimination on the basis of gender (FB [local])
- Identification, evaluation, or educational placement of a student under 504 (FB [local])
- Sexual abuse or sexual harassment of a student (FFH [local])
- Loss of credit on the basis of attendance (FDD [local])
- Teacher removal of a student for disciplinary reasons (FOA [legal])
- Removal of a student to a Disciplinary Alternative Educational Program (FOC [legal])
- Expulsion of a student (FOD [legal])
- Identification, evaluation, or educational placement of a student with a disability is guided by IDEA.
- Instructional materials (EFA [local])
- On-campus distribution of non-school materials to students (FMA [local])

Sexual Harassment / Sexual Abuse

It is the policy of the District to maintain a learning environment that is free of sexual harassment or sexual abuse. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a counselor or other school official with whom they feel comfortable.

Students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. **All students are expected to treat others with courtesy and respect; to avoid any behaviors known or reasonably should be known, to be offensive; and to stop these behavior when asked or told to stop.**

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by a student when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent who has a specific complaint alleging sexual harassment/abuse may request a conference with the principal or designee. The principal or designee shall hold the conference within a reasonable time and shall conduct an appropriate investigation of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the complaint can be addressed to the Superintendent or designee, and then to the Board of Trustees. The student will not be required to present a complaint to a person who is the subject of the complaint. Information on this policy (FFH) can be obtained from the CFISD website, the campus, or the Superintendent's office.

Scholastic Penalties

Teachers may not impose scholastic penalties for disciplinary infractions other than cheating or copying another's work. Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student, including products from the Internet. Plagiarism, the use of other's ideas or products as one's own, can be defined as cheating. The scholastic penalty for cheating will be determined by the classroom teacher or the campus official. The student involved may be subject to disciplinary action based on the Code of Conduct.

Youth Services Specialist

The district provides a structured program of assistance to students who are experiencing problems that affect their attendance, classroom behavior, academic achievement and home life. The Youth Services Specialists, who are professionally trained social workers, deal with truancy, runaways, pregnancy, suicide, drug abuse, family conflicts and child abuse. Youth Service Specialists:

- provide crisis counseling
- make home visits
- serve as liaisons between existing school services and other community agencies

Youth Services Specialist (continued)

- assist families in arranging long-term volunteer placements
- provide resources that are free for students who qualify for on-going counseling, psychological testing, and host family placement

Youth Service Specialists are assigned to individual schools and provide support services for Pre-K through 12th grade students. Youth Service Specialists are located in each high school and at the Cy-Fair Annex. The telephone number to access the service of a Youth Service Specialist is (281) 897-4068.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(REGULATION)

The Superintendent or designee will oversee the district's electronic communications system.

The district has invested in computer technology to broaden instruction and to prepare students for an increasingly digital society. Use of these resources is restricted to students working under a teacher's supervision and/or direction for approved instructional purposes only.

All students and district employees may use district-approved software in accordance with applicable license agreements. Unless otherwise noted in the license, or in the event the software arrived without a license agreement, any duplication of copyrighted software, except for back-up and for archival purposes, is a violation of federal law. The use of any non-district software or the erasing of or tampering with authorized software on district computers is not permitted.

Students or district employees violating these guidelines will face disciplinary action and/or restitution to the district. A copy of the responsible use guidelines is included in this handbook. Parents are asked to review these guidelines when initially enrolling students in the district. Students (grades 6-12) and all district employees are required to sign and agree to the district's Responsible Use Guidelines regarding appropriate use of these resources.

The statements above are explained in detail in the policies and procedures that follow. The district will provide training in proper use of the system and will provide all users with copies of responsible use guidelines (Student Handbook, Exhibit A). All training in the use of the district's system will emphasize the ethical and safe use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any district student or employee will be posted on a district web page or social media under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a district student will be posted on a district web page or social media under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor). An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and district policy.

FILTERING

A committee, chaired by the Associate Superintendent for Business and Financial Services or designee, will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

REQUESTS TO DISABLE FILTER

The committee will consider requests from users who wish to use a blocked site for district-approved educational research or other lawful purposes. The committee will make a recommendation to the Superintendent or designee regarding approval or disapproval to disable the filter for the requested use.

SYSTEM ACCESS

Access to the district's electronic communications system will be governed as follows:

1. All users will be required to acknowledge their receipt and understanding of the responsible use guidelines as published in the Student Handbook and Code of Conduct for students and the Employee Handbook for employees.
2. Access to the district's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by employees shall be permitted if the use:
 - a. Imposes no tangible cost on the district;
 - b. Does not unduly burden the district's computer or network resources; and
 - c. Has no adverse effect on an employee's job performance.
3. Students will be granted access to the district's system and will be assigned individual accounts. Students are not to share their login/password with others.
4. As appropriate, district employees will be granted access to the district's system.
5. The district will require that employee network passwords be changed every 90 days.

6. Any system user identified as a security risk or as having violated district and/or campus computer use guidelines may be denied access to the district's system.

TECHNOLOGY
ADMINISTRATOR
RESPONSIBILITIES

The Associate Superintendent for Business and Financial Services or designee for the district's electronic communications system (or campus designee) will:

1. Be responsible for disseminating and enforcing applicable district policies and responsible use guidelines for the district's system.
2. Ensure that all users of the district's system complete and sign annually an agreement to abide by district policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
3. Ensure that employees supervising students who use the district's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the district is consistent with district standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system.
6. Be authorized to disable a filtering device on the system for district-approved educational research or another lawful purpose, with approval from the Superintendent.
7. Set limits for data storage within the district's system, as needed.

MONITORED USE,
OF ELECTRONIC
AND WEB-BASED
ACCOUNTS

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include logging, virus scanning, and content scanning.

Email cannot be accepted in the following situations that would normally require a parent signature, such as: absence from school excuses, medication administration permission, permission to stay for after school tutorials, early release from school, or field trip permission slips.

Suspected violations of responsible use by employees should be reported to the Associate Superintendent for Human Resources and Student Services. Suspected violations of responsible use by students should be reported first to the campus principal and, if necessary, by the campus principal to the Assistant Superintendent for Student Services.

If necessary, access to electronic mail accounts for instructional purposes must have campus and district prior approval. The district may allow secure, web-based, student accounts to support instruction. Students are prohibited from accessing unauthorized e-mail services while using district equipment. Students and teachers may participate in district approved chat rooms in which teachers monitor all student interactions. Participation in computer-

mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration. Participation in non-district approved social networking sites, or the use of any anonymizing technologies is prohibited. The use of cell phones and other portable computing devices such as iPads, iPods, tablets and laptops, can be used for instructional purposes only during the school day. Students using cell phones or other portable computing devices without teacher permission will be held accountable to the cell phone rule use set forth in the Student Code of Conduct

The district has provided students with access to “Digital Lockers,” network storage location for files. The “digital locker” provides an area where certain school-related student products can be stored from year to year, thus creating the student digital portfolio.

To enforce the Student Responsible Use Guidelines and to maintain the integrity of the network, digital lockers, shared network space, and any district storage space will be monitored by district staff and files such as games, inappropriate images and files will be deleted. External electronic storage devices are subject to monitoring if used with district recourses. Student disciplinary action may follow.

DISTRICT
WEBSITE DISTRICT
APPROVED
SCHOOL WEB
PAGES

The district will maintain district and school websites and social media for the purpose of informing employees, students, parents, and members of the community of district programs, policies, and practices. Requests for publication of information on the district website must be directed to the Assistant Superintendent for Communication and Community Relations or designee. The Associate Superintendent for Business and Financial Services or designee and the Assistant Superintendent for Communication and Community Relations or designee will establish guidelines for the development and format of web pages controlled by the district.

Regarding student information published on a website controlled by the district, see, Exhibit A.

www.cfisd.net is the official website for Cypress-Fairbanks I.S.D. High schools may publish web pages that present information about school activities, subject to approval from the Assistant Superintendent for Communication and Community Relations or designee, and link to the district’s site. The high school principal will designate the staff member responsible for managing the campus’ web page under the supervision of the Assistant Superintendent for Communication and Community Relations or designee. Any links from a web page to sites outside the district's computer system must receive approval from the Assistant Superintendent for Communications and Community Relations or designee.

The district will provide a service for faculty web pages and training to support the faculty in the development of instructional/informational web

FACULTY WEB
PAGES

pages. All faculty members creating a faculty web page must use the district provided service. Content posted on faculty web pages must be current and free from erroneous or inappropriate content. Any external web link must be checked using a district computer to verify compliance with the district filtering system before posting to a faculty web page. When creating faculty web pages, the district guidelines for web development, received during initial web training and posted on the Intranet, must be followed.

PERSONAL WEB
PAGES

Employees or students may not misrepresent the district by posting content to the website or social media purporting to be the official website or social media for the district.

NETWORK
ETIQUETTE

System users of e-mail or other communication messaging systems are expected to observe the network etiquette listed below.

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
7. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION /
REVOCATION OF
SYSTEM USER
ACCOUNT

Termination of an employee's or a student's access for violation of district policies or regulations will be effective on the date the principal or Associate Superintendent for Business and Financial Services or designee receives notice of an employee's termination or a student's withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

**Cypress-Fairbanks Independent School District
Network/Internet Responsible Use Guidelines**

Network/Internet access is available to students, teachers and staff in the Cypress-Fairbanks Independent School District (“the district”). The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. The district provides Network/Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. The district firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Network/Internet - Terms and Conditions

Training:

The district will provide training in proper use of the system and will provide all users with copies of responsible use guidelines. All training in the use of the district's system will emphasize legal, ethical, and safe use of this resource.

Risk:

Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. **Although the district will attempt to limit access to objectionable material by using filtering software, controlling all materials on the Network/Internet is impossible.** With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Monitored Use:

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning.

E-mail cannot be accepted in the following situations that would normally require a parent signature, such as: absence from school excuses, medication administration permission, permission to stay for after-school tutorials, early release from school, or field trip permission slips.

Suspected violations of responsible use by employees should be reported to the Associate Superintendent for Human Resources and Student Services. Suspected violations of responsible use by student should be reported first to the campus principal and, if necessary, by the campus principal to the Assistant Superintendent for Student Services.

If necessary, access to electronic mail accounts for instructional purposes must have campus and district prior approval. The district may allow secure, web-based, student accounts to support instruction. Students are prohibited from accessing unauthorized e-mail services while using district equipment. Students and teachers may participate in district approved chat rooms in which teachers monitor all student interactions. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration. Participation in non-district approved social networking sites, or the use of any anonymizing technologies is prohibited. The use of cell phones and other portable computing devices, such as iPads, iPods, tablets and laptops, can be used for instructional purposes only during the school day. Students using cell phones or other portable computing devices without teacher permission will be held accountable to the cell phone rule use set forth in the Student Code of Conduct.

The district has provided students with access to “Digital Lockers,” a network storage location for files. The “digital locker” provides an area where certain school-related student products can be stored from year to year, thus creating the student digital portfolio.

To enforce the Student Responsible Use Guidelines and to maintain the integrity of the network, digital lockers, shared network space, and any district storage space will be monitored by district staff and files such as games, inappropriate images and files will be deleted. External electronic storage devices are subject to monitoring if used with district resources. Student disciplinary action may follow.

User Responsibilities:

Network/Internet users, (students and district employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and district employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from a campus administrator or district level administrator.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
4. Employees and students may not share sensitive district documents, such as test answer keys, via the Internet.
5. Students are not permitted to use district technology to search the Internet for non-

educational purposes. This includes “free search/surf” of the Internet which is defined as unsupervised searching of the Internet without an approved educational purpose.

6. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must **immediately** back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software, so that it can be removed from accessibility.

Publishing on the Internet:

Recognition:

First and last names and grade level may be used on the Internet to recognize personal achievements.

Permission for the following items is granted or denied through the initial Emergency Information and Medical/Parent Authorization Form given to each student at the beginning of the school year.

Student Work:

Student work will be published on a cfisd.net web page, social media or Project Share, a state-sponsored web page for students, only with parental permission. Examples of published work could include short stories, poems, slide shows, and/or artwork. First and/or last names may be included with the student work.

Photographs:

Student photographs will be published on a cfisd.net web page, social media or Project Share, a state-sponsored web page for students, only with parental permission. If a photograph of the student is included with the posting of the recognition and/or student work, first and/or last name may be included with the photograph.

Exceptions to the above:

Any exceptions to the items above will be secured through the Communication Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permission to do so.

Web Authoring:

The district, the campuses, and the faculty have an authorized website and social media. Students, district employees, and community members are prohibited from authoring a private website or social media which represents itself as the official site for the district. For example, this would include, but not be limited to, campus and department sites.

Network Etiquette:

System users of e-mail or other communication messaging systems are expected to

observe the following network etiquette listed below.

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient.
7. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Inappropriate Use:

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. Please refer to the “Consequences of Violation” section of this document.

Commercial Use: Use for commercial purposes, income-generating or “for-profit” activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

Vandalism/Mischief: Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the district network and Internet, or any networks that are connected to the district network and Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

Playing Games and Downloading Music or Video Files or Game Files

These activities are prohibited unless approved for educational purposes.

Electronic Mail Violations: Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission, is prohibited.

File/Data Violations: Deleting, examining, copying, or modifying files and/or data belonging to or created by other users, without their permission, is prohibited.

System Interference/Alteration: Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network

congestion through mass consumption of system resources is prohibited.

Unauthorized Disclosure: Unauthorized disclosure, use and dissemination of personal information regarding students and employees are prohibited.

Security:

Reporting Security Problems:

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator, or the System Administrator. The security problem should not be shared with others.

Impersonation:

Attempts to log on to the Network/Internet impersonating a system administrator district employee will result in revocation of the user's access to Network/Internet.

Other Security Risks:

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the district's Network/Internet.

Violations of Law:

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a district Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations:

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the System Administrator or other administrator may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

Computer Software Policy

In accordance with Board Policy EFE (local) and Administrative Regulation EFE-R, it is the practice of the district to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. Technology Services is charged with the responsibility of enforcing these guidelines.

Computer Software Policy (continued)

All computer software installed on district equipment must be purchased, reported to, and installed by Technology Services or its designee. Software acquisition is restricted to ensure

that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by a district curriculum coordinator and Technology Services.

Students, district employees, and volunteers may not duplicate any licensed software or related documentation for use either on the district's premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Students, district employees, and volunteers may not give software to any third party including relatives, clients, contractors, etc. District employees, students, and volunteers may use district-approved software on local area networks or on multiple machines only in accordance with applicable license agreements.

For further information regarding the purchase and installation of computer software, please call the district's HELP Desk at 281.897.HELP (4357).

DISCLAIMER:

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. The district is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Financial Information

For all money received or expended on behalf of the District, these transactions are only made through the authorized bank accounts of the District. The authorized bank accounts should be used for transactions for the District as a whole, for schools, and for student organizations or clubs at the schools. No other bank accounts are to be used by District personnel for financial activity related to the District, the schools, and the student organizations or clubs at the schools.

Therefore, when making a payment by check concerning a school fund-raiser, fee, or other expense, make the check payable to the School. In the space provided for additional information, indicate the reason for payment (ex. Catalog Fund-Raiser, Lost Textbook) and the student's name. If the payment relates to a student organization or club at the school, also indicate the club's name in this area along with the other information indicated above.

Financial Information (continued)

Do not make a check payable to an employee or a student organization or club at a school.

See the check example below:

John or Jane Doe 101 Maple Drive Houston, TX 77065	1021
	<u>September 1, 20XX</u>
Pay to the Order of <u>Cypress Falls High School</u>	\$ <u>51.45</u>
<u>Fifty-one and 45/100</u> -----	Dollars
For <u>Student Council – Candle Fund-Raiser – Kathy Doe</u>	<u>Signature</u>

For items not related to a school, checks should be made payable to Cypress-Fairbanks I.S.D. In the space provided for additional information, indicate the reason for the payment and the student's name, if applicable.

Please Note: Parent organizations such as PTOs and Booster Clubs are separate entities from the District. These parent organizations have their own employer identification number and their own bank account. Checks to these organizations should be made payable to the applicable organization.

The financial records of a school, a student organization or club at a school, and the District are considered open records. If you would like to receive a copy of the financial activity of a particular account, school, or student organization or club at a school, please contact the Legal Services Department at 281-807-8660 or <http://www.cfid.net/dept2/legal/publicinforeq.htm> and complete an open records request form. The information will be provided to you within a reasonable time period. A fee may be involved depending on the nature and volume of information requested.

III. DISTRICT COMPLIANCE STATEMENTS

Equal Educational Opportunities

No officer or employee of the district, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Parents, at any time, may request an evaluation of their child for special education services. Inquiries regarding a referral should be made to the campus principal or counselor.

All students, including girls, members of minority groups, students with disabilities, disadvantaged students, and persons of Limited English Proficiency (LEP), shall have equal access to vocational education programs, services, and activities.

The district has designated the following school official to coordinate its efforts to comply with these policies, and any complaint shall be directed to: Ms. Deborah Stewart, 10300 Jones Road, Houston, Texas, 77065, Telephone: (281) 897-4030.

Student Dignity and Respect

It is the practice in Cypress-Fairbanks I.S.D. that all students are treated with dignity and respect. Students must not engage in making remarks or actions regarding a student's disability in a way that creates mental/emotional stress or causes physical harm and interferes with educational benefit or ability to learn for the student with a disability (FFH [local])

Complaints or concerns about specific incidences should be made by parents or students to a campus official with whom they feel most comfortable. Substantiated allegations will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Section 504 of The Rehabilitation Act of 1973

Section 504 of The Rehabilitation Act of 1973 **prohibits discrimination** on the basis of disability. A disabled person is any person who has a physical or mental disability which substantially limits one or more major life activities, has a record of such a disability, or is regarded as having such a disability. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, and working. A student between the ages of 3 and 21 whose disability substantially limits a major life activity may qualify for services under Section 504. **To be considered protected under Section 504, a student must be disabled and must have a substantial limitation that impacts a major life function.**

No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from financial assistance.

Inquiries regarding services for students under Section 504 should be made to the campus principal. The campus principal is the campus 504 coordinator, unless she has designated another administrator to serve as the campus coordinator. Mr. Dan McIllduff, the Assistant Superintendent for Education Support Services has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the Assistant Superintendent for Education Support Services is located at 10300 Jones Road, (281) 897-6416.

Title IX

The Cypress-Fairbanks Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services and/or programs. Dr. Deborah Stewart has been designated to coordinate compliance with the non-discrimination requirements of Title IX. She may be contacted at 10300 Jones Road, (281) 897-4030. The Assistant Superintendent for Education Support Services has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the Assistant Superintendent for Education Support Services is located at 10300 Jones Road, (281) 897-6416.

Waiver of Fees/Hardship Conditions

The Cypress-Fairbanks Independent School District has the following policy allowing students to appeal for a waiver of fees. The building principal shall rule on any case based on a judgment of the circumstance.

STUDENTS WITH HARDSHIP CONDITIONS WHICH RESULT IN THEIR INABILITY TO PAY FEES OR DEPOSITS MAY REQUEST A WAIVER BY HAVING THEIR PARENT OR GUARDIAN PRESENT TO THE SCHOOL PRINCIPAL EVIDENCE OF THEIR INABILITY TO PAY. THE PRINCIPAL SHALL RULE ON THE CIRCUMSTANCES PRESENTED.

Asbestos Abatement Program

The Cypress-Fairbanks Independent School District has an ongoing AHERA Asbestos Management Plan, using Environmental Protection Agency approved consultants and contractors, which ensures that our buildings are in compliance with state and federal laws, and offer a safe environment for students and staff.

Asbestos Management Plan records for each campus are located in that facility's administration area. Additionally, a duplicate set of information may be viewed in the office of the Director of Maintenance, Archie Hayes, located at 11430 Perry Road, (281) 897-4292.

Application of Pesticides

As part of an Integrated Pest Management Program, Cypress-Fairbanks I.S.D. has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied indoors and/or outdoors.

The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including types and timing of treatments, may contact Scott LeDoux in the IPM office at (281) 897-4297, or email scott.ledoux@cfisd.net.

The district, through a contractor, periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the office of the Assistant Director of Maintenance, Scott LeDoux located at 11430 Perry Road, (281) 897-4297.

Breach Of Contract Claims

The Superintendent and Board of Trustees have an expectation that all employees and students will abide by the policies, procedures, and guidelines as stated in the Student Handbook and Code of Conduct. Furthermore, the contents of this document apply to all students of the district as they are now stated or may be amended in the future. It is important to note, however, that the contents of this document are not contractual and do not give rise to a claim of breach of contract against the school district.

Pledge of Allegiance and a Minute of Silence

Texas law requires (Texas Education Law Section 25.082) students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

School Health Advisory Council

Every independent school system is required by law to have a School District Health Advisory Council; of which the majority of members must be parents who are not employed by the school district. Please refer to Title 2, Chapter 28, Section 28.004 of the Texas Education Code

School Health Advisory Council (continued)

at <http://tlo2.tlc.state.tx.us/statutes/ed.toc.htm> for specific details regarding this mandate.

The SHAC is a group of individuals representative of segments of the community, generally appointed by the school district, to serve at the district level. This group provides advice on coordinated school health and its impact on student health and learning. SHACs provide recommendations specific to changes and/or additions to the school's health education curriculum or instruction that impact the entire school district. School districts use a SHAC to advise them on a variety of topics.

SHACs provide advice and can only make recommendations to the school district Board of Trustees. They are not part of the paid administrative staff or structure of the schools; nor do they have any legal responsibilities within the school district. The Cypress-Fairbanks I.S.D. School Health Advisory Council will meet yearly in the Fall and Spring semesters. Please contact Bevin Gordon, Director of Health Services for information at 281-897-4015. For further information on Texas law regarding SHACs, please see the Department of State Health Services guide: Promoting Healthy Youth, Schools, and Communities at www.schoolhealth.info.

Intent to Provide Human Sexuality Instruction to Students

In response to Senate Bill 283, Cypress-Fairbanks I.S.D. is providing written notice of our intent to provide human sexuality instruction to students.

Senate Bill 283 specifies:

Before each school year, a school district shall provide written notice to a parent of each student enrolled in the district of the board of trustees' decision regarding whether the district will provide human sexuality instruction to district students. If instruction will be provided, the notice must include:

- (1) a summary of the basic content of the district's human sexuality instruction to be provided to the student, including a statement informing the parent of the instructional requirements under state law;
- (2) a statement of the parent's right to:
 - a. review curriculum materials as provided by Subsection (j); and
 - b. remove the student from any part of the district's human sexuality instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student's school; and
- (3) information describing the opportunities for parental involvement in the development of the curriculum to be used in human sexuality instruction, including information regarding the local school health advisory council established under Subsection (a).

A parent may use the grievance procedure adopted under Section 26.011 concerning a complaint of a violation of Subsection (i).

Cypress-Fairbanks I.S.D. utilizes the *Always Changing* program to be used in the elementary school for 4th and 5th grades. The program is a puberty education program with a focus on instruction related to puberty and development. For both grades 4 and 5, males and females will receive separate instruction. Males will receive instruction from a male teacher, and females will receive instruction from a female nurse.

Scott & White Wellness & Sexual Health Curriculum (www.worththewait.org) is used in grades 7 and 8 science courses to support human sexuality instruction. The instruction includes the following topics: puberty, anatomy and pregnancy; sexually transmitted diseases; sex and the law;

Intent to Provide Human Sexuality Instruction to Students (continued)

health risk behaviors and decision making. Students receive instruction that reinforces the concept that abstinence from sexual activity is the healthiest choice for them to make at this point in their lives.

For secondary students the CFISD High School Health Sex Education Curriculum is used. Topics in this abstinence-based curriculum include decision-making concerning dating, love, relationships, marriage, and family. Other issues addressed are the problems of teen pregnancy and parenthood, sexually transmitted diseases, sexual harassment and abuse, rape prevention and the failure of contraceptive methods when used either to prevent pregnancy or disease. Students will be taught information in a factual manner and will be given opportunities to analyze the consequences of choices and behaviors.

Parents will be notified prior to the instruction and will have opportunity to preview the instructional materials. A parent may choose an “opt out” option for a child to not participate in human growth and development instruction. It will be the responsibility of the parent to notify the school prior to instruction if the choice is made to “opt out” of the instruction.

Letters will be sent home prior to the presentation of curriculum materials informing parents of program details and securing permission for their student to participate.

Parents are encouraged to participate in the district school health advisory council (SHAC). Meetings will be held four times per year, and information can be found on the district website at www.cfid.net under Health Services – LSHAC.

Community Programs

The Community Programs department is designed to provide quality programs for the families and community of CFISD. As part of the district, the Community Programs department oversees many programs including, but not limited to, Club Rewind (before/after-school care), Club Rewind Summer Camp, Club Rewind ROCKS, CFISD Fun Camps (summer specialty campus), FLIP (Foreign Language Immersion Program), SPLASH (swim lessons) ROPES (challenge courses) and more. For further details on any of these programs, please visit www.cfid.net and click on the Club Rewind logo, email communityprograms@cfid.net or call 281-807-8900

Before/After School Care Program – Club Rewind

Club Rewind is the fee-based before/after school care program designed and managed by CFISD. It is on site at each elementary campus for before/after-school care and on site at each middle school for after-school care. Club Rewind elementary before-school care begins at 6:30 a.m. The after-school program, at both elementary and middle schools, begins immediately after school and operates until 6:30 p.m. The children are divided by age/grade and participate in a variety of games and activities. All-day programs (Day-Camps) are offered on specific days the schools are closed to students. More details and enrollment information are available on the district’s website at www.cfid.net or by calling the main office of Community Programs at (281) 807-8900.